

**PERSONNEL BOARD AGENDA**  
**Monday, May 7, 2012 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

**AGENDA**

1. Request to approve the minutes of the April 2012 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received April 2012.
  1. Edwin Altidor                      Fire Department
  2. Alex Conesa                      Fire Department
  3. Brentz Johnson                      Solid Waste Department
  4. Maydelin Cuba                      Water and Sewers Department
3. Report of **Leave Without Pay** List for April 2012.
4. Report of Civil Service **Appointments** for April 2012.
5. Report of Civil Service **Resignations** for April 2012.
6. Report of **Maternal/Paternal Leave** for April 2012.
  1. Frank Castaneda                      Fire Department
  2. Raj Belanger                      Fire Department
  3. Jimmise Smith                      Fire Department
  4. Diego Torres                      Police Department
7. Report of **Leave of Absence** for April 2012. NONE

8. Request to certify the eligibility list for the position of **Recreation Specialist II - Therapeutics**.
9. Request to conduct a civil service examination for the position of **Library Services Supervisor** with the following criteria:
  - a. In-house
  - b. 60% Oral
  - c. 40% Education and Experience
  - d. Must obtain a minimum score of 70% on the oral portion.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list
  - f. Merge name from current eligibility list.

Copy of **revised** job description and current eligibility list are attached.  
Range 52 - \$1363 - \$2791 Bi-weekly
10. Request to hear **Unfinished Business**.
11. Request to hear **New Business**.

**NEXT PERSONNEL BOARD MEETING: "June 4, 2012"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.